

## **CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION**

**Title: Director, Public Services**

Department: Public Services

### **GENERAL PURPOSE**

Performs a variety of complex professional work in planning, directing, organizing, coordinating and supervising the construction and maintenance projects and programs of the City's Environmental Services and Public Works divisions; including the surveying, designing and inspection of projects and programs.

### **SUPERVISION RECEIVED:**

Under broad guidance, exercises discretion and independent judgment, reports to the City Manager.

### **SUPERVISION EXERCISED**

Supervises all department/division staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, directs and coordinates the Environmental Services (Sanitation, Streets & Grounds), and Public Works (Water, Sewer, Storm Water) divisions and other public services for the City; evaluates and identifies present and future community needs; establishes daily priorities; formulates long and short range projects.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Interacts with the general public and developers to respond to and discuss questions and concerns relating to the planning, maintenance and/or installation of water and storm water systems; coordinates with appropriate divisions to resolve problems concerning the same when necessary; drafts correspondence of provisions of services to appropriate parties.

Reviews construction plans for compliance with City regulations.

Performs design calculations and drawing layouts for water lines, booster stations, storm sewers, storm water retention basins and roadways; inspect the same for adherence to City code.

Develops plans and installation specifications and addenda including easements, deeds, and road right-of-ways; prepares bids; advertises bids; inspects work and reviews pay requests for approval; issues final approval letters.

Prepares annual operating and capital budget recommendations; administers funds for the Department; monitors expenditures to ensure compliance with approved budget; prepares five (5) year capital budget for major construction projects.

Maintains awareness of Federal and State regulations as they apply to various areas within the area of responsibility; assists in implementing new policies and procedures as needed.

Prepares and processes required reports and documentation appropriate to departmental needs; maintains and updates manuals and records.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

## **PERIPHERAL DUTIES**

May serve on committees as required.

Collects and analyzes data for special projects as required.

Provides testimony in court of law concerning condemnation or disputes concerning City projects.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- a) Graduation from an accredited four-year college or university with a bachelor's degree in civil, mechanical, structural or related engineering, public administration, or a closely related field; and
- b) Five (5) years of progressively responsible supervisory experience in construction, architecture, civil engineering, varied public services operations, including storm water maintenance and construction; and;
- c) Must possess and maintain certificate from the South Carolina Board of Engineering Examiners; possession of a license as a Registered Professional Engineer is preferred; or
- d) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

### Necessary Knowledge, Skills and Abilities:

- a) Considerable knowledge of: civil engineering principles, practices and methods as applicable to a municipal setting. Thorough knowledge of: applicable City policies, laws and regulations affecting Public Services Department activities.
- b) Skill in operating the listed tools and equipment;
- c) Ability to: communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials and the general public; conduct necessary engineering research and compile comprehensive reports.

## **SPECIAL REQUIREMENTS**

Must possess a valid South Carolina driver's license.

## **TOOLS AND EQUIPMENT USED**

Operates and utilizes related equipment and machinery to include general office equipment, computers, civil engineering software programs, modern surveying instruments, planimeters, automatic levels, transits, cameras, blueprint machines, hand levels, etc.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public services facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet to moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

